

Town of Westerly Housing Authority

5 CHESTNUT STREET, WESTERLY, RHODE ISLAND, 02891

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MEETING MINUTES

BOARD OF COMMISSIONERS

TUESDAY, JULY 8, 2014

6:00 PM PARK VIEW

CALLED TO ORDER/PLEDGE OF ALLEGIANCE

The regular meeting of the Board of Commissioners was called to order by the Chairman, Gary Murano. Present for roll call: Commissioner Mike Gulluscio and Commissioner Brian Lumnah. Also present was the Executive Director, William Valentine and Attorney, George Comolli. Commissioner Lauren Matarese was excused. There is one position vacant. The Chairman called the meeting to order at 6:00PM. The Chairman declared a quorum present.

MINUTES

Commissioner Lumnah made a motion to accept the minutes of the June 10, 2014 Meeting. Seconded by Commissioner Gulluscio, the motion passed.

TREASURE'S REPORT

Commissioner Lumnah made a motion to table the Treasure's Report.

Motion seconded by Commissioner Gulluscio, motion passed.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Secretary's Report was accepted as prepared and explained by the Executive Director and approved on motion by Commissioner Lumnah and seconded by Commissioner Gulluscio, motion passed.

REPORT OF LEGAL COUNSEL

The Legal Council's Report was accepted as prepared and explained by the Mr. Comolli and approved on motion by Commissioner Lumnah and seconded by Commissioner Gulluscio, motion passed.

TENANT INPUT

A tenant requested repainting of the entry doors for Park View after the Landscaping Project was done. Another tenant discussed instillation of a change machine in the laundry room. The E.D. explained that it was requested; however the Laundry Service providers declined instillation of said machine. The Board discussed the issue and requested a copy of the Service Contract be provided to them.

BILL & COMMUNICATIONS

The Executive Director reported that all bills were paid.

REPORT OF COMMITTEES

Fiscal Reporting Committee: Commissioner Lumnah made a motion

to table the Report. Motion seconded by Commissioner Gulluscio, motion passed.

UNFINISHED BUSINESS

Flex Time Policy – The policy was motioned for acceptance on a month to month trail basis, by Commissioner Gulluscio and seconded by Commissioner Gulluscio.

NEW BUSINESS

P.V. Planting: Motion by Commissioner Lumnah to form a Landscaping Committee of two (2) commissioners to present a plan to the board, seconded by Commissioner Gulluscio. Motion Passed. Commissioner Lumnah and Chairman Murano volunteered their time.

Family Unit Inspections: Discussion by board regarding frequency of Family Unit Inspections by Executive Director. Motion by Commissioner Lumnah to direct the Executive Director to perform quarterly inspection on the family units, seconded by Commissioner Gulluscio. Motion Passed.

E.D. Spending Requirements: Discussion regarding the Procurement Policy and the E.D.'s administration procedures for purchases. Legal Counsel offered to draft a Procurement Addendum to reflect the current practices for board review.

Travel Policy: Motion by Commissioner Lumnah to change the Travel Policy by increasing the meal allowance from \$75 to \$100 and mileage to be reimbursed after travel as submitted by mileage form; seconded by Commissioner Gulluscio. Motion Passed.

Employee Training: Motion by Commissioner Lumnah to that training, whenever possible, be conducted locally; seconded by Commissioner Gulluscio. Motion Passed.

Board By-Laws: Discussion by board regarding needed amendments. A Chairman Murano will work with Attorney Comolli to propose amendments for the next scheduled board meeting. Motion to table by Commissioner Lumnah and seconded by Commissioner Gulluscio. Motion Passed.

Recognition of K. Vacca's Service: Motion by Commissioner Gulluscio to recognize K. Vacca's service and budget up to \$100 and for the recognition; seconded by Commissioner Lumnah. Motion Passed.

EXECUTIVE SESSION

None

ADJOURNMENT

The was motioned for the next meeting to be held at Chestnut Court Apartments, August 12, 2014 at 6 pm and then adjournment by

**Commissioner Lumnah and Seconded by Commissioner Gulluscio,
motion passed.**